



**County of San Mateo**  
**Department of Public Works & Parks**  
555 County Center  
Redwood City, Ca 94063  
Phone: 650-363-4100 Fax: 650-216-0074

---

## **Guidelines for the use of County Buildings and Facilities**

### **How to Apply for Use of County Facilities**

The Department of Public Works & Parks is responsible for reviewing and approving applications for the use of County buildings and grounds.

Individuals and organizations interested in hosting an event at a County facility are invited to submit an Application for a Permit Agreement for Use of County Office Buildings or Grounds to:

County of San Mateo  
Department of Public Works & Parks  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Attention: Duane E. Minor

These forms are available at the above address or by calling (650) 363-4100.

### **Allowable Uses:**

When not in use by the County, office buildings and grounds are available for the following activities:

- EDUCATIONAL
- SOCIAL
- CONFERENCES
- RECREATIONAL
- CULTURAL
- GOVERNMENTAL
- COMMERCIAL

The County of San Mateo has a non-discrimination policy.

### **Rules and Requirements:**

- Reservations:** Applications for use must be received 30 days in advance of the event.
- Insurance:** Workers' Compensation (including statutory coverage), and at least one million dollars (\$1,000,000) Certificate of Commercial General Liability Insurance is required. This requirement may be waived for individuals or organizations. Waivers must be approved by the County's Risk Management Division.
- Special:** Permittee will be charged for any special services required for the event as determined by The Department of Public Works.
- Services:** Services for additional fees may include: set-ups, security, heating/cooling, special lighting, and custodial services.
- Food and Beverage:** Food and beverages may be served; however, the Permittee is responsible for disposing of all food and related refuse. Beer and wine are the only alcoholic beverages permitted for consumption, only with written permission obtained in advance.

All food service providers shall use biodegradable, compostable, reusable or recyclable plastic food service ware on property owned or leased by the County. (Ord. 4421, 05/06/08) This includes but is not limited to plates, cups, bowls, trays and hinged or lidded containers. This does not include single-use disposable items such as straws, cup lids, or utensils, nor does it include single-use disposable packaging for unprepared foods.

**Decorations:** The Permittee is not permitted to use any decorations that will damage County buildings or grounds. This includes, but is not limited to, nails, glue, tape, fasteners, or other types of adhesives.

Permittee must remove and properly dispose of all decorations.  
Adhesive-backed decals or signs may not be distributed during any event.  
NO Confetti or Glitter may be used.  
Pyrotechnics of any type are not allowed.  
Firearms or dangerous weapons are not permitted on County property.

**Cleaning:** If permittee fails to leave the premises in the condition in which it was found permittee will be charged the County cost to clean the premises.  
Depending on the event a cleaning deposit may be required.

**Damages:** Permittee will be charged for any damage to County property that occurs during the course of the event. Any origination or group that damage facilities may be denied use privileges in the future.

**Smoking:** Smoking is prohibited in all County buildings by County Ordinance.

**Hours of Availability:** Facilities are generally available between the hours of 8 A.M. and 10 P.M.  
Special permission is required in advance to extend event hours to the 2:00 A.M.

**Fees:** No fee will be charged to government agencies, although charges for special services may apply. A use fee will be charged to all private parties and nonprofit organizations. Fees will be based on actual costs anticipated for services provided by the County as required by the event.

Fees for use of County facilities by private and/or commercial entities will be negotiated on an individual basis. The base fee for use of the Jury Parking Lot is \$3,000.00 per day. Other special charges may apply.

Payment of fees is required no later than seven days prior to the event. No permit will be issued if the required payment is not received in a timely manner.

**Cancellations and Refunds:** Please provide 48-hour notice of cancellation. There is no penalty for cancellation prior to 48 hours; any fees paid will be refunded within 30 days.

**Insurance:** Permittee shall obtain at its sole expense, and furnish evidence to the County prior to the effective date of this permit of a combined general liability and property damage insurance policy in the amount of at least One Million Dollars (\$1,000,000) per occurrence. Permittee shall also have in effect Workers' Compensation and Employer Liability Insurance providing full statutory coverage for all its employees.

Policies are to be kept in full force during the term of this permit and any extension hereof.

The County, its officers, agents and employees shall be named as additional insured on the liability insurance policy require herein above, which shall also contain a provision that the insurance afforded thereby to the County shall be the primary insurance to the full limits of liability of the policy.

If County has other insurance coverage against a loss covered by the coverage that permittee is required to have, such other insurance coverage of the County shall be excess insurance only.